



Information Technology Investment Board

Executive Evaluation and Governance Committee

DRAFT MINUTES

Monday, May 22, 2006

10:00 a.m. – 1:00 p.m.

VITA Operations Center

3rd Floor James River Conference Room

110 South Seventh Street

Richmond, Virginia 23219

Members Present:

Hiram Johnson
Kenneth Johnson
Jim McGuirk
Mary Guy Miller, Chair

Others Present:

Lem Stewart, CIO
Cheryl Clark, Deputy CIO
John Westrick, Counsel to the Information Technology Investment Board (ITIB)
Debbie Secor – VITA
Peggy Ward, VITA
Marcella Williamson, VITA
Jim Roberts, VITA
Fred Duball, VITA
Jerry Simonoff, VITA
Paul Lubic, VITA
William Haugh, VITA
Paul Dodson, VITA
H. F. Jones, NG
Fred Norman, CVC

Call to Order

Dr. Miller, Chair, called the meeting of the Information Technology Investment Board's Executive Evaluation and Governance Committee to order at 10:05 a.m. and welcomed all. Peggy Ward called the role. All members were present.

Approval of Minutes

The minutes of the April 5, 2006 Executive Evaluation that had been sent out electronically and posted on the VITA website were discussed.

A motion was made by Mr. James McGuirk and seconded by Mr. Kenneth Johnson to approve the minutes as sent.

All voted in the affirmative.

CIO Objectives Review

Dr. Miller presented the revised draft CIO Objectives noting weights had been provided and the responsible persons had been listed. Dr. Miller also noted that the calendar view was useful in seeing the timing. Dr. Miller also presented the work plans related to the CIO Objectives. The Committee discussed the 2006 CIO Objectives at length. Mr. Kenneth Johnson asked that an organization chart be attached. Mr. Hiram Johnson expressed concern that the new organization we are putting in place is the right organization given our new operations and development responsibilities in the new VITA organization. He recommended that the new organization be reviewed by the ITIB. Mr. McGuirk then asked for a briefing on the retained organization structure. Mr. Stewart stated that he would have the organization chart and briefing prepared for presentation after the VITA Strategic Plan workshop. Mr. Kenneth Johnson questioned the meaning of meeting "reasonable customer needs" in the CIO Objective B.4. Mr. Stewart stated perhaps the wording should be changed to "Administration's needs."

Mr. McGuirk made a motion to accept the CIO Objectives with the noted change to B.4 made and agreed to. Mr. Kenneth Johnson seconded the motion. All voted in the affirmative.

VITA Strategic Plan Workshop

Jerry Simonoff presented an overview of the COV Strategic Plan process and requirements as well as the draft VITA Strategic Plan. He noted that the plan encompassed the CIO Objectives as well as applicable components of the Commonwealth Strategic Plan for technology, FY 2007-20011. He discussed the fact that the Draft VITA Strategic Plan was due to the Governor by June 19 and that each agency was requested to identify the 3 -5 most important Service Areas for discussion with the Governor. He noted that the 13 service areas in the VITA Strategic Plan had been largely inherited from the three agencies that were combined to form VITA and that this structure was meaningful from a financial perspective but not as meaningful any longer from a service delivery perspective. For example, there are 5 service areas (5, 6, 8, 9, & 10) that together comprise the operations to be managed by the VITA Service Management Organization. The Committee directed that those operations should be described in one are of the plan with the other areas simply referring to that one.

In summary, the Committee determined the top five service areas to be presented are as follows with the groupings as applicable:

1. Operations (5 – Data Center, 6 – Desktop, 8 – Network – Data, 9 – Voice & 10 – Video)
2. Integrated Services. (2- GIS, 3 Emergency Comm., 4 – Enhanced Emergency Comm.)
3. Security Services (12)
4. Technology Management Oversight Services (11)
5. Enterprise Applications (1 – Egov & #7 Web Development)

Other Business

- VITA Customer Survey by UVA - the additional survey information was discussed.
- eVA – Mr. Kenneth Johnson asked why people believed eVA to be a VITA offering. Mr. Simonoff stated that it was most likely because VITA requires agencies to use evA for IT Procurements but eVA is owned by DGS and its use as the COV electronic procurement system was mandated.
- SWAM – Mr. Kenneth Johnson asked what NG's SWAM commitments are. Mr. Duball said he would have that information for the next meeting.

- VITA Retained – Mr. Stewart presented the VITA retained organization charts. Mr. McGuirk observed that he read org charts left to right with the expectation that the most important service delivery functions would be on the left. He noted that Finance and Administration is important but a support function rather than direct service delivery. Mr. Hiram Johnson asked who made the decisions if Mr. Stewart were not available. Mr. Stewart stated that person is the Deputy CIO, Ms. Cheryl Clark. Mr. McGuirk noted that enterprise applications is an operational function though it is shown in the governance component of the organization. Mr. Hiram Johnson asked how many of the 201 positions are filled. Mr. Roberts stated about 165 – 170. Mr. Hiram Johnson asked if the rates were adequate to cover that level to which Mr. Roberts replied yes. Mr. Kenneth Johnson asked for a view of the NG structure and the SMO which Mr. Duball provided.

Public Comment

None

Adjourn

There being no further business, the committee meeting adjourned at 12:55 p.m.